



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION AND MARINE

2760 Studebaker Road, Long Beach, CA 90815-1697
(562) 570-3100 (562) 570-3109

DEPARTMENT OF PARKS, RECREATION AND MARINE Part-Time Employment Opportunity **CLERK I – (NON-CAREER)** **\$9.74 - \$13.13 PER HOUR**

The Department of Parks, Recreation and Marine, Business Operations Bureau, is seeking a detail-oriented person to operate printing equipment and assist with related filing and clerical duties in the Community Information Division Print Shop. The Print Shop is responsible for in-house photocopying and printing, and coordinating print work completed by City Hall Reprographics and outside contractors. The Community Information Division is responsible for Department marketing functions, which includes media relations, community outreach, website maintenance, graphic design, and printing.

EXAMPLES OF DUTIES

- Operate photocopying machines, i.e., Xerox 5900 and Digital Copier 480ST;
- Operate finishing equipment, including folder, stitcher, collator, cutter, paper press, paper drill;
- Work with Division Clerk Typist to file completed jobs;
- Assist Division Clerk Typist with filing;
- Assist Division Photographer with filing;
- Maintain the Department's Forms Control System;
- Maintain news clippings file of media coverage from local newspapers;
- Pick up paper and press supplies from local vendors, as needed;
- Drop off and pick up orders from City Hall Reprographics, as needed;
- Perform other related duties as assigned.

REQUIREMENTS

- Excellent oral communication and interpersonal skills;
- Ability to work independently and as a part of a team;
- Ability to work in a fast paced environment;
- Ability to lift large boxes weighing up to 50 pounds;
- A valid California Driver's License.

DESIRABLE QUALIFICATIONS

- Knowledge of printing industry terminology;
- Basic knowledge of Adobe Illustrator, Microsoft Word, and Quark XPress;
- Willingness to learn to repair small and medium sized office machines.

This is a part-time non-career position. The successful candidate will work 20 hours per week scheduled between 7:30 a.m. and 6:30 p.m., Monday through Friday. Occasional evening and weekend hours are scheduled with advance notice. Applicants are asked to submit their typewritten resume and letter of interest, **no later than 4:30 p.m., Friday, June 16, 2006**, to:

**Jane Grobaty, Superintendent, Community Information Division
Department of Parks, Recreation and Marine
2760 Studebaker Road
Long Beach, CA 90815**

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-3187.